

# SAMPLE LETTERS: FINAL REPORT NOTIFICATIONS

## SAMPLE LETTER FOR USE BY DESIGNATED OFFICER WHEN PROVIDING CHIEF EXECUTIVE WITH DRAFT INVESTIGATION REPORT

Date

Via email: insert email address

Name of recipient

Title, Organization

Address

Dear First Name Last Name,

I write regarding my investigation into a disclosure of wrongdoing concerning x under the *Public Interest Disclosure Act (PIDA)*.

This letter and the enclosed preliminary investigation report are intended to inform you of the grounds on which I intend to make findings and recommendations.

Before I issue a final report in accordance with our (insert organization's section 9 PIDA policy title), I invite you to respond to the draft investigation report, enclosed. I will carefully consider any information you provide by (DATE 2 weeks from letter date) before finalizing the report.

The final investigation report will be provided to you, as the Chief Executive of (name of organization). A summary of the report will be provided to the discloser (name other roles in the organization who may receive the final investigation report or excerpts, if applicable).

If you wish to provide a response to the draft investigation report, please do so by (DATE 2 weeks from letter date). If you wish to meet prior to responding to this letter, I can be reached at (email and/or phone number).

All PIDA investigations are conducted privately. PIDA has strong confidentiality provisions. In light of these provisions, **please do not discuss this email or my investigation with other parties in the organization.**

I look forward to your response.

Yours sincerely,

Name

Designated Officer

Encl.: Draft Investigation Report

## SAMPLE LETTER FOR DESIGNATED OFFICER USE TO PROVIDE REPORT/EXCERPTS TO AFFECTED PARTIES (NOT CHIEF EXECUTIVE)

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Date

Via email: insert email address

Name of recipient

Title, Organization

Address

Dear First Name Last Name,

As the Designated Officer, I write regarding my investigation into a disclosure of wrongdoing concerning (insert brief statement or description) under the *Public Interest Disclosure Act* (PIDA).

This letter and the enclosed (Select one: investigation report/report excerpts) are intended to inform you of the grounds on which I expect to make findings and recommendations.

Before I issue a final report in accordance with our (insert organization's section 9 PIDA policy title), I invite you to provide a response or representations on (Select one: the draft investigation report/report excerpts that affect you), enclosed. I will carefully consider any information you provide by (DATE 2 weeks from letter date) before finalizing the report.

The final investigation report will be provided to (insert appropriate senior official according to section 9 PIDA policy).

If you wish to respond or make representations on (Select one: the draft investigation report/excerpts of the report), please do so by (DATE 2 weeks from letter date). If you wish to meet prior to responding to this letter, I can be reached via email (insert email address) or by telephone at (insert number).

All PIDA investigations are conducted privately. PIDA has strong confidentiality provisions. In light of these provisions, **please do not discuss this email or my investigation with colleagues or upline reports.**

I look forward to your response.

Yours sincerely,

Name

Designated Officer

Encl.: Draft Investigation Report/Excerpts of draft Investigation Report